

**A RESOLUTION
BY FINANCE/ EXECUTIVE COMMITTEE**

07-*ℓ*-1086

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO CHAPTER 2, ARTICLE X, DIVISION 15, SECTION 2-1601 ET. SEQ., OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING STATE OF GEORGIA CONTRACT # SWC50755 WITH BANK OF AMERICA, N.A., ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR THE USE OF BANK OF AMERICA VISA PURCHASING CARDS AND ASSOCIATED SERVICES; AND FOR OTHER PURPOSES.

WHEREAS, the Department of Finance desires to enter into a Cooperative Purchasing Agreement for the use of purchasing cards and associated services; and

WHEREAS, the Agreement is for a period of three (3) years; and

WHEREAS, pursuant to Chapter 2, Article X, Division 15, Section 2-1606 of the City of Atlanta Code of Ordinances, the Chief Procurement Officer may procure supplies, services or construction items through contracts established by the Purchasing Division of the State where such contracts and contractors substantially meet the requirements of this Article; and

WHEREAS, the Chief Financial Officer and the Chief Procurement Officer recommend utilizing the State of Georgia Contract # SWC50755 with Bank of America, N.A. for the use of Bank of America Visa Purchasing Cards and associated services.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY RESOLVES, that the Mayor or her Designee is authorized to enter into a cooperative purchasing agreement with Bank of America, N.A., utilizing the State of Georgia Contract # SWC50755, on behalf of the Department of Finance, for the use of Bank of America Visa Purchasing Cards and associated services.

BE IT FURTHER RESOLVED, that this Agreement is at no cost to the City of Atlanta.

BE IT FURTHER RESOLVED, that this contract shall be for a period of three (3) years.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer is directed to prepare the appropriate Agreement for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Agreement will not become binding upon the City and the City will incur no obligation or liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

Part II: Legislative White Paper:

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/Executive

Caption: A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO CHAPTER 2, ARTICLE X, DIVISION 15, SECTION 2-1601 ET. SEQ., OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING STATE OF GEORGIA CONTRACT # SWC50755 WITH BANK OF AMERICA, N.A., ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR THE USE OF BANK OF AMERICA VISA PURCHASING CARDS AND ASSOCIATED SERVICES; AND FOR OTHER PURPOSES.

Council Meeting Date: June 4, 2007

Requesting Dept.: Department of Finance

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

This legislation is to authorize the Chief Procurement Officer to utilize a State Contract to allow the Department of Finance the ability to acquire credit cards for purchases made by the Department.

2. Please provide background information regarding this legislation.

The State of Georgia Department of Administrative Services has a contract with Bank of America to provide credit cards to authorized users under the Agreement. and the Department of Finance wishes to utilize this Agreement. The Department of Finance will provide oversight and monitoring of the use and authorization of all credit cards dispersed to authorized users under its new credit card policy.

3. If Applicable/Known:

(a) Contract Type (e.g. Professional Services, Construction Agreement, etc. Professional Services

(b) Source Selection: State of Georgia Department of Administrative Services Contract SWC50755 (Credit Card Services)

(c) Bids/Proposals Due: N/A

- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** Three (3) years

4. Fund Account Center (*Ex. Name and number*):

5. Source of Funds:

6. Fiscal Impact:

7. Method of Cost Recovery: Monthly payments of outstanding balances will be handled by the Department of Finance's Quality Control Committee.

This Legislative Request Form Was Prepared By: Dana Boone

**DEPARTMENT OF PROCUREMENT
LEGISLATION SUMMARY**

Committee of Purview: Finance/Executive Committee

Caption:

Council Meeting Date: June 4, 2007

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Requesting Department: Department of Finance

Contract Type: N/A

Source Selection: State of Georgia Department of Administrative Services Contract SWC50755

Bids/Proposals Due: N/A

Invitations Issued: N/A

**Number of Bids/
Proposals Received:** N/A

Bidders/Proponents: N/A

Justification Statement: N/A

Background: N/A

Fund Account Center: N/A

Source of Funds: N/A

Fiscal Impact: N/A

Term of Contract: Three (3) years

Method of Cost Recovery: Monthly payments of outstanding balances will be handled by the Department of Finance's Quality Control Committee.

Approval:
DOF: YES
DOL: YES

Prepared By: Elsa D. Castro
Contact Number: 404.330.6426

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Legislative Counsel (Signature): Simone D. Brathwaite SD Brathwaite

Contact Number: x 6310

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Council Deadline: May 14, 2007

Committee Meeting Date(s): May 29-30, 2007 Full Council Date: June 4, 2007.

Commissioner Signature Janece D. Davis / DAC

Chief Procurement Officer Adam J. Smith / DAC

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO CHAPTER 2, ARTICLE X, DIVISION 15, SECTION 2-1601 ET. SEQ., OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING STATE OF GEORGIA CONTRACT # SWC50755 WITH BANK OF AMERICA, N.A., ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR THE USE OF BANK OF AMERICA VISA PURCHASING CARDS AND ASSOCIATED SERVICES; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT:

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: 5.16.07 QD Reviewed by: [Signature]
(date) (date)

Submitted to Council: 5/21/07
(date)